ST/SGB/Staff Rules/1/Rev.7/Amend.2
25 July 1991

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF RULES

1. Staff rules 100.1 to 112.8, applicable to all staff members except those specified in rule 100.1 published in document ST/SGB/Staff Rules/1/Rev.7, Corr.1 and Amend.1, are hereby amended as described below.

2. Staff rule 103.20, education grant, is amended to reflect increases in the allowable expenses and to indicate in which cases the grant may be established in the local currency.

3. Staff rule 103.24, definition of dependency, is amended to reflect more appropriately the conditions under which a natural or legally adopted child or a stepchild of a staff member shall be considered a dependent child.

4. Staff rule 107.20 (b) (ii), assignment grant, is amended to clarify that a subsistence allowance is also applicable to family members whose travel is approved under mission service.

5. The scales of pensionable remuneration in appendix A to the Staff Rules for staff in the Professional and higher categories, effective 1 February 1990 and 1 July 1990, are replaced by the respective scale of pensionable remuneration effective 1 November 1990.

6. The scales of salaries and allowances for other categories of staff at Headquarters in appendix B are replaced to reflect the figures corresponding to a disabled dependent child's allowance.

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7. Staff regulations 3.2, 3.3, 3.4, 5.3 and 9.5 and annexes I, III and IV to the Staff Regulations, as amended by the General Assembly, are also included in the present amendment to the Staff Rules.

8. New pages 10, 11, 13, 24, 25, 29, 41, 63, 76, 98 to 100a, 104, 106, 107a, 108a, 112 to 115 and 123 are transmitted herewith for insertion in the Staff Rules.

Javier PEREZ DE CUELLAR
Secretary-General

Article II

CLASSIFICATION OF POSTS AND STAFF

Regulation 2.1: In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

Article III

SALARIES AND RELATED ALLOWANCES

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations.

Regulation 3.2: (a) The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university, or similar educational institution of a type that will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the first $11,000 of admissible educational expenses, up to a maximum grant of $8,250. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General, but not in an amount exceeding the cost of such a journey between the home country and the duty station.

(b) The Secretary-General shall also establish the terms and conditions under which, at designated duty stations, an additional amount of 100 per cent of boarding costs up to $3,000 a year may be paid in respect of children in school attendance at the primary and secondary levels.

(c) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.

(d) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the educational expenses actually incurred, up to a maximum of $11,000.

(e) The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates;

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

(In percentages)

Total assessable payments (United States dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions
First $15 000 per year	4
Next $10 000 per year	20
Next $10 000 per year	25
Next $20 000 per year	29
Next $20 000 per year	32
Next $20 000 per year	35
Next $30 000 per year	37
Remaining assessable payments	39

Total assessable payments (United States dollars)	Staff assessment rates used in conjunction with gross base salaries and the gross amounts of separation payments	
	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First $15 000 per year	13.0	17.5
Next $ 5 000 per year	31.0	34.3
Next $ 5 000 per year	34.0	38.6
Next $ 5 000 per year	37.0	41.9
Next $ 5 000 per year	39.0	43.9
Next $10 000 per year	41.0	46.0
Next $10 000 per year	43.0	48.6
Next $10 000 per year	45.0	50.4
Next $15 000 per year	46.0	50.6
Next $20 000 per year	47.0	54.1
Remaining assessable payments	48.0	57.0

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 7 of annex I to the present Regulations:

Total assessable payments (United States dollars)	Assessment (percentage)
First $2 000 per year	11
Next $2 000 per year	14
Next $2 000 per year	17
Next $2 000 per year	20
Next $4 000 per year	22
Next $4 000 per year	24
Next $4 000 per year	26
Next $6 000 per year	28
Next $6 000 per year	30
Next $6 000 per year	32
Next $8 000 per year	34
Remaining assessable payments	36

(iii) The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 6 of annex I to the present Regulations;

(iv) In the case of staff members whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff members concerned are approved;

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him or her;

(d) The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year;

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X);

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him or her by the United Nations, the Secretary-General is authorized to refund to him or her the amount of staff assessment collected from him or her provided that:

(i) The amount of such refund shall in no case exceed the amount of his or her income taxes paid and payable in respect of his or her United Nations income;

(ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;

(iii) Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;

(iv) A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.

Regulation 3.4: (a) Staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations shall be entitled to receive dependency allowances as follows:

(i) At $1,050 a year for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3;

(ii) At $2,100 for each disabled child. However, if the staff member has no dependent spouse and is entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3 in respect of a disabled child, the allowance will be $1,050 for that child;

(iii) Where there is no dependent spouse, a single annual allowance of $300 a year for either a dependent parent, a dependent brother or a dependent sister;

(b) If both husband and wife are staff members, one may claim, for dependent children, under subparagraph (a) (i) and (ii) above, in which case the other may claim only under subparagraph (a) (iii) above, if otherwise entitled;

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in subparagraph (a) (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance;

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 6 or paragraph 7 of annex I to the present Regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located;

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Chapter III

SALARIES AND RELATED ALLOWANCES

Rule 103.0

Salary scales for Language Teachers

The Secretary-General shall set the salary scales and conditions of salary increments for staff members appointed as language teachers and these rates and conditions shall be published in the appendix F to the present Rules applicable to the duty station.

Rule 103.1

Salary scales for Field Service personnel

The salary scales and conditions of salary increments for staff members in the Field Service category shall be those set forth in the appendix A (Field Service) to the present Rules.

Rule 103.2

Salary scales for General Service personnel

The Secretary-General shall set the salary scales and conditions of salary increments for staff members in the General Service category at each established office, and these rates and conditions shall be published in the appendix B to the present Rules applicable to the duty station.

Rule 103.3

Wage rates for Trades and Crafts personnel

The Secretary-General shall set wage rates and conditions of wage increments for staff members in the Trades and Crafts category at each established office, and these rates and conditions shall be published in the appendix B to the present Rules applicable to the duty station.

Rule 103.4

Salary and wages for locally recruited mission personnel

The Secretary-General shall set salary or wage rates for personnel specifically recruited for service with a mission from within the general area of the mission.

who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

(ii) "Home country" means the country of home leave of the staff member under rule 105.3. If both parents are eligible staff members, "home country" means the country of home leave of either parent;

(iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Eligibility

(b) A staff member who is regarded as an international recruit under rule 104.7 and whose duty station is outside his or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution. If such a staff member is reassigned to a duty station within his or her home country, he or she may receive the education grant for the balance of a school year, not exceeding one full school year after his or her return from expatriate service. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded under rule 104.6, as a local recruit at his or her normal official duty station. The grant shall not, however, be payable in respect of:

(i) Attendance at a kindergarten or nursery school at the pre-primary level;

(ii) Attendance at a free school or one charging only nominal fees at the duty station;

(iii) (Cancelled)

(iv) Correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;

(v) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available;

(vi) Vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.

(c) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier;

(ii) The grant will not normally be payable beyond the school year in which the child reaches the age of twenty-five years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(d) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

(i) Where the institution provides board for the child, 75 per cent of the allowable costs of attendance and of the cost of board up to $11,000 a year, with a maximum grant of $8,250 a year;

(ii) Where the institution does not provide board $2,450 plus 75 per cent of the allowable costs of attendance up to $7,733 a year, with a maximum grant of $8,250 a year.

However, in the case of staff members serving at designated duty stations, 100 per cent of boarding costs up to $3,000 a year may be reimbursed in respect of attendance at the primary or secondary levels, as an amount additional to the maximum grant of $8,250 a year.

(e) In the case of attendance at an educational institution at the duty station:

(i) The amount of the grant shall be 75 per cent of the cost of attendance up to $11,000 a year, with a maximum grant of $8,250 a year;

(ii) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in paragraph (d) above.

(f) Where attendance is for less than two thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.

(g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full scholastic year.

Travel

(h) A staff member to whom an education grant is payable under paragraph (d) or under subparagraph (e) (ii) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, provided that:

(i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;

(ii) Where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;

(iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

However, in the case of staff members serving at designated duty stations, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave. Such expenses may also be paid for up to two round trips per school year in the case indicated in paragraph (r) below.

Tuition of the mother tongue

(i) The Secretary-General will decide in each case whether the education grant shall be paid for tuition of the mother tongue under staff regulation 3.2 (c).

Claims

(j) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.

Establishment of the grant in local currency

(k) When the educational expenses are incurred in countries specially designated by the Secretary-General, the amounts set out in paragraphs (d) and (e) above shall be established in local currency.

Special education grant for disabled children

(l) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(m) The amount of the grant shall be 100 per cent of the educational expenses actually incurred up to a maximum grant of $11,000 a year. If the disabled child is eligible for the regular education grant, the total amount payable under the two types of grant shall not exceed $11,000 a year. "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability.

(n) The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of twenty-five years. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of twenty-eight years.

(o) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

(p) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary-General regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

(q) The provision in paragraph (k) above shall also apply to the computation and payment of the special education grant for disabled children.

(r) Where the disabled child attends an educational institution away from the duty station, travel costs may be paid for up to two round trips per school year between the educational institution and the duty station, provided the Secretary-General is satisfied that the needs of the disabled child require attendance at that educational institution. In very exceptional circumstances, travel may also be reimbursed for the person accompanying the disabled child.

Rule 103.21

Salary and allowances during mission assignments

(a) The Secretary-General may designate special mission assignments, including assignments for periods of one year or more, during which a mission subsistence allowance shall be authorized in lieu of the mobility and hardship allowance under rule 103.22, the assignment grant under rule 107.20 and any post adjustment to the area applicable under rule 103.7 (a). Where such a designation has been made, the mission subsistence allowance shall be payable to staff members recruited or assigned from outside the area of the mission, and the salaries of staff members assigned from another duty station shall continue to be subject to the post adjustment and allowances, if any, applicable at the duty station from which the staff members were assigned.

(b) The Secretary-General shall set the rates and conditions for the mission subsistence allowance payable on each such assignment. Eligible staff members who have a dependent spouse or one or more dependent children may be authorized to receive a higher rate of mission subsistence allowance than staff members not having such dependants. Where both husband and wife are staff members who are entitled to mission subsistence allowance, and taking into account rule 104.10 (d), the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse. The allowance may be paid wholly or partially in the currency of the mission area or in the form of provision of food and/or lodging in kind.

(c) The Secretary-General may pay a clothing allowance to staff members who are assigned to service with a mission in a tropical or arctic area. The United Nations shall provide uniforms and accessories, but no clothing allowance, to members of the Field Service who are required to wear them.

Rule 103.23

Dependency allowances

(a) The rates of dependency allowances applicable to the Field Service category shall be set out in the appendix A to these Rules. The rates of dependency allowances applicable to the General Service and Trades and Crafts categories shall be set out in the appendix B to these Rules applicable to the duty station. The rates of dependency allowances applicable to the language teachers shall be set out in the appendix F to these Rules applicable to the duty station.

(b) Subject to the provisions of staff regulation 3.4 (a), the full amount of the dependency allowance provided under that regulation and the Staff Rules in respect of a dependent child shall be payable, except where the staff member or his or her spouse receives a direct governmental grant in respect of the same child. Where such a governmental grant is made, the dependency allowance payable under this rule shall be the approximate amount by which the governmental grant is less than the dependency allowance set out under the Staff Regulations and Staff Rules. In no case shall the sum of the two payments be less than the rate set out under the Staff Regulations and Staff Rules.

(c) Staff members shall be responsible for notifying the Secretary-General in writing of claims for dependency allowance and may be required to support such claims by documentary evidence satisfactory to the Secretary-General. They shall be responsible for reporting to the Secretary-General any change in the status of a dependant affecting the payment of this allowance.

(d) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister, and such payment shall not be made when a payment is being made for a dependent spouse.

Rule 103.24

Definition of dependency

For the purposes of the Staff Regulations and Staff Rules:

(a) A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse's place of work, provided that, in the case of staff in the Professional category or above, the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G-2, step I, for New York).

(b) A "dependent child" shall be:

(i) A staff member's natural or legally adopted child, or

(ii) A staff member's stepchild, if residing with the staff member,

under the age of eighteen years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of

twenty-one years, for whom the staff member provides main and continuing support. The Secretary-General shall establish special conditions under which other children, who fulfil the age, school attendance and support requirements indicated above, may be regarded as dependent children of a staff member. If a child over the age of eighteen years is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.

A staff member claiming a child as dependent must certify that he or she provides main and continuing support. This certificate must be supported by documentary evidence satisfactory to the Secretary-General, if a child:

(i) Does not reside with the staff member because of divorce or legal separation of the staff member;

(ii) Is married; or

(iii) Is regarded as a dependant under the special conditions referred to above.

(c) A secondary dependant shall be the father, mother, brother or sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.

Article V

ANNUAL AND SPECIAL LEAVE

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

Regulation 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. However, in the case of service at designated duty stations having very difficult conditions of life and work, eligible staff members shall be granted home leave once in every twelve months. A staff member whose home country is the country of his or her official duty station or who continues to reside in his or her home country while performing his or her official duties shall not be eligible for home leave.

Chapter V

ANNUAL AND SPECIAL LEAVE

Rule 105.1

Annual leave

(a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of paragraph (f) below and of rule 105.2 (c). No leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under rule 106.4.

(b) (i) Annual leave may be taken in units of days and half-days.

(ii) Leave may be taken only when authorized. If a staff member is absent from work without authorization, payment of salary and allowances shall cease for the period of unauthorized absence. However, if, in the opinion of the Secretary-General, the absence was caused by reasons beyond the staff member's control, and the staff member has accrued annual leave, the absence will be charged to that leave.

(iii) All arrangements as to leave shall be subject to the exigencies of the service, which may require that leave be taken by a staff member during a period designated by the Secretary-General. The personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.

(c) Annual leave may be accumulated, provided that not more than twelve weeks of such leave shall be carried forward beyond 1 January of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.

(d) (Cancelled)

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

(b) The amount of the assignment grant shall be equivalent to:

(i) Thirty days of subsistence allowance at the daily rate applicable under subparagraph (c) (i) below; and

(ii) Thirty days of subsistence allowance at half such daily rate in respect of each family member for whom travel expenses have been paid by the United Nations under rule 107.2 (a) (i), (ii) or (iii) and 107.3.

The above-mentioned amounts shall be calculated on the basis of the rate prevailing on the date of arrival at the duty station of the staff member or of the staff member's family member, as appropriate.

(c) (i) The Secretary-General may establish special rates of subsistence allowance for the purposes of the assignment grant for specific categories of staff at various duty stations and publish such rates by administrative instruction or other appropriate means. Where such special rates have not been established, the travel subsistence allowance rates under rule 107.15 shall be used in computing the assignment grant;

(ii) Under conditions established by the Secretary-General, the limit of thirty days provided in paragraph (b) above may be extended to a maximum of ninety days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate prevailing rate.

(d) In addition to any amount of grant paid under paragraph (b) above, a lump sum calculated on the basis of the staff member's net base salary and, where appropriate, post adjustment at the duty station of assignment may be paid under conditions established by the Secretary-General. The lump sum shall be payable at the following rates:

(i) At headquarters duty stations and other designated duty stations, a lump sum equivalent to one month's net base salary and, where appropriate, post adjustment provided the staff member is not entitled to removal costs under staff rule 107.27.

(ii) At all other duty stations:

a. Where the staff member is entitled to removal costs under rule 107.27, one month's net base salary and, where appropriate, post adjustment;

b. Where the staff member is not entitled to removal costs under rule 107.27, one month's net base salary and, where appropriate, post adjustment if the assignment is for less than three years, and two months' net base salary and, where appropriate, post adjustment if the assignment is for three years or more.

If an assignment for less than three years is extended to three years or more, the staff member shall be paid at that time a second one-month lump sum.

(e) If a change of official duty station or a new appointment involves a return to a place at which the staff member was previously stationed, the full amount of the assignment grant shall not be payable unless the staff member has been absent from that place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant that the completed months of absence bear to one year.

(f) Where both husband and wife are staff members who are travelling at United Nations expense to a duty station, and taking into account rule 104.10 (d), the assignment grant shall be paid in respect of himself or herself. If they have a dependent child or children, the assignment grant in respect of such child or children shall be paid to the staff member on whom each child is recognized to be dependent.

(g) If both husband and wife would otherwise qualify for the lump sum portion of the grant, such lump sum shall be paid only to the spouse whose lump sum portion yields the higher amount.

(h) In cases where the staff member has not completed the period of service in respect of which the assignment grant has been paid, the grant shall be adjusted proportionately and recovery made under conditions established by the Secretary-General who, in exceptional circumstances, may decide to waive recovery.

(i) The Secretary-General may, in appropriate cases, authorize payment of all or part of the assignment grant where the United Nations has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited under rule 104.7.

Article IX

SEPARATION FROM SERVICE

Regulation 9.1: (a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he or she is, for reasons of health, incapacitated for further service.

The Secretary-General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

(i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;

(ii) If facts anterior to the appointment of the staff member and relevant to his or her suitability come to light that, if they had been known at the time of his or her appointment, should, under the standards established in the Charter, have precluded his or her appointment.

No termination under subparagraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General.

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment, if such action would be in the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned.

(b) The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above or for such other reason as may be specified in the letter of appointment.

(c) In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Secretary-General may, at any time, terminate the appointment if, in his opinion, such action would be in the interest of the United Nations.

Regulation 9.2: Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

Regulation 9.3: (a) If the Secretary-General terminates an appointment, the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in annex III to the present regulations.

(b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1 (a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

Regulation 9.4: The Secretary-General shall establish a scheme for the payment of repatriation grants within the maximum rates and under the conditions specified in annex IV to the present regulations.

Regulation 9.5: Staff members shall not be retained in active service beyond the age of sixty years or, if appointed on or after 1 January 1990, beyond the age of sixty-two years. The Secretary-General may, in the interest of the Organization, extend this age limit in exceptional cases.

Rule 112.5

Staff member's beneficiaries

(a) At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of a staff member, all amounts standing to the staff member's credit will be paid to his or her nominated beneficiary or beneficiaries, subject to application of the Staff Rules and of the Joint Staff Pension Fund Regulations. Such payment shall afford the United Nations a complete release from all further liability in respect of any sum so paid.

(c) If a nominated beneficiary does not survive, or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will, upon the staff member's death, be paid to his or her estate.

Rule 112.6

Service and conduct reports

In the salary levels below the Director (D-2) level, the service and conduct of a staff member shall be the subject of reports made from time to time by the staff member's supervisors. Such reports, which shall be shown to the staff member, shall form a part of his or her permanent cumulative record.

Rule 112.7

Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties shall be vested in the United Nations.

Rule 112.8

Effective date and authentic texts of rules

Except as otherwise indicated and subject always to the provisions of regulations 12.1, 12.2, 12.3, 12.4 and 12.5, rules 100.1 to 112.8 as published in the present revised edition (ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amend.1 and 2) shall be effective 1 January 1990. The English and French texts of these rules are equally authoritative.

ANNEXES TO THE STAFF REGULATIONS

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Administrator of the United Nations Development Programme, having the status equivalent to that of the executive head of a major specialized agency, shall receive a salary of $US 151,233 a year; the Director-General for Development and International Economic Cooperation shall receive a salary of $US 151,233 a year; an Under-Secretary-General shall receive a salary of $US 121,635 a year; and an Assistant Secretary-General shall receive a salary of $US 110,000 a year, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting to make additional payments to the Director-General for Development and International Economic Cooperation, to Under-Secretaries-General and to Assistant Secretaries-General to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Director and Principal Officer category and in the Professional category shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments to step XII of the Associate Officer level, steps XIV and XV of the Second Officer level, steps XIII, XIV and XV of the First Officer level, steps XI, XII and XIII of the Senior Officer level and above step IV of the Principle Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General is authorized on the basis of appropriate justification and/or reporting, to make additional payments to Directors and, where offices are away from Headquarters, to their heads, to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

6. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel, and to technical assistance experts.

7. The Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wage rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the local area.

8. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

9. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

10. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

SALARY SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES a/
SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER APPLICATION
OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 March 1991

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG Gross	128 659														
Net D	76 702														
Net S	68 853														
Assistant Secretary-General															
ASG Gross	116 442														
Net D	70 350														
Net S	63 600														
Director															
D-2 Gross	94 478	96 644	98 809	100 993	103 200	105 407									
Net D	58 873	60 021	61 169	62 316	63 464	64 612									
Net S	53 995	54 990	55 983	56 957	57 906	58 855									
Principal Officer															
D-1 Gross	83 047	84 902	86 756	88 610	90 465	92 319	94 173	96 028	97 882						
Net D	52 815	53 798	54 781	55 763	56 746	57 729	58 712	59 695	60 677						
Net S	48 749	49 600	50 451	51 302	52 153	53 004	53 855	54 707	55 558						
Senior Officer															
P-5 Gross	72 782	74 429	76 076	77 723	79 370	81 036	82 714	84 392	86 070	87 748	89 426	91 104	92 782		
Net D	47 302	48 192	49 081	49 971	50 860	51 749	52 639	53 528	54 417	55 307	56 196	57 085	57 975		
Net S	43 784	44 598	45 412	46 225	47 039	47 826	48 596	49 366	50 136	50 906	51 677	52 447	53 217		
First Officer															
P-4 Gross	59 277	60 854	62 431	64 008	65 596	67 202	68 808	70 414	72 020	73 626	75 232	76 839	78 445	80 052	81 688
Net D	39 952	40 820	41 687	42 554	43 422	44 289	45 156	46 024	46 891	47 758	48 625	49 493	50 360	51 227	52 095
Net S	37 101	37 884	38 666	39 448	40 234	41 028	41 821	42 615	43 408	44 201	44 995	45 788	46 582	47 374	48 125
Second Officer															
P-3 Gross	47 890	49 320	50 749	52 179	53 608	55 039	56 521	58 002	59 483	60 965	62 446	63 928	65 417	66 926	68 435
Net D	33 547	34 362	35 177	35 992	36 807	37 621	38 436	39 251	40 066	40 881	41 695	42 510	43 325	44 140	44 955
Net S	31 325	32 060	32 795	33 530	34 265	34 999	35 734	36 469	37 204	37 939	38 673	39 408	40 146	40 891	41 637
Associate Officer															
P-2 Gross	38 075	39 311	40 546	41 781	43 016	44 251	45 503	46 781	48 060	49 338	50 617	51 895			
Net D	27 814	28 543	29 272	30 001	30 729	31 458	32 187	32 915	33 644	34 373	35 101	35 830			
Net S	26 101	26 768	27 435	28 102	28 769	29 436	30 099	30 755	31 413	32 070	32 727	33 384			
Assistant Officer															
P-1 Gross	28 521	29 633	30 769	31 917	33 065	34 214	35 374	36 561	37 748	38 935					
Net D	22 018	22 719	23 419	24 120	24 820	25 520	26 221	26 921	27 621	28 322					
Net S	20 776	21 422	22 066	22 710	23 354	23 999	24 642	25 283	25 924	26 565					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

a/ This scale represents the result of a consolidation of five multiplier points of post adjustment into net base salary. There will be consequential adjustments in the post adjustment indices and multipliers at all duty stations, effective 1 March 1991. Thereafter, changes in post adjustment classifications will be effected on the basis of the movements of the newly consolidated post adjustment indices.

SALARY SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES
SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER
APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 July 1990

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG Gross	121 635														
Net D	73 050														
Net S	65 255														
Assistant Secretary-General															
ASG Gross	110 000														
Net D	67 000														
Net S	60 485														
Director															
D-2 Gross	89 189	91 251	93 313	95 375	97 438	99 500									
Net D	56 070	57 163	58 256	59 349	60 442	61 535									
Net S	51 423	52 369	53 316	54 262	55 209	56 156									
Principal Officer															
D-1 Gross	78 333	80 068	81 834	83 600	85 366	87 132	88 898	90 664	92 430						
Net D	50 300	51 236	52 172	53 108	54 044	54 980	55 916	56 852	57 788						
Net S	46 393	47 236	48 047	48 857	49 668	50 479	51 289	52 100	52 910						
Senior Officer															
P-5 Gross	68 611	70 180	71 748	73 317	74 885	76 454	78 022	79 591	81 181	82 779	84 377	85 975	87 574		
Net D	45 050	45 897	46 744	47 591	48 438	49 285	50 132	50 979	51 826	52 673	53 520	54 367	55 214		
Net S	41 659	42 423	43 186	43 950	44 714	45 478	46 242	47 006	47 747	48 481	49 214	49 948	50 681		
First Officer															
P-4 Gross	55 818	57 320	58 822	60 324	61 825	63 327	64 829	66 356	67 885	69 415	70 944	72 474	74 004	75 533	77 063
Net D	38 050	38 876	39 702	40 528	41 354	42 180	43 006	43 832	44 658	45 484	46 310	47 136	47 962	48 788	49 614
Net S	35 346	36 091	36 836	37 581	38 325	39 070	39 815	40 560	41 305	42 050	42 795	43 540	44 285	45 030	45 775
Second Officer															
P-3 Gross	45 088	46 449	47 811	49 172	50 533	51 895	53 256	54 618	56 015	57 425	58 836	60 247	61 658	63 069	64 480
Net D	31 950	32 726	33 502	34 278	35 054	35 830	36 606	37 382	38 158	38 934	39 710	40 486	41 262	42 038	42 814
Net S	29 825	30 528	31 230	31 933	32 635	33 338	34 040	34 743	35 443	36 143	36 843	37 543	38 242	38 942	39 642
Associate Officer															
P-2 Gross	35 831	37 007	38 183	39 359	40 536	41 712	42 888	44 064	45 249	46 467	47 684	48 902			
Net D	26 490	27 184	27 878	28 572	29 266	29 960	30 654	31 348	32 042	32 736	33 430	34 124			
Net S	24 856	25 488	26 119	26 751	27 383	28 014	28 646	29 277	29 908	30 537	31 165	31 793			
Assistant Officer															
P-1 Gross	26 857	27 916	28 975	30 034	31 128	32 221	33 315	34 408	35 519	36 649					
Net D	20 970	21 637	22 304	22 971	23 638	24 305	24 972	25 639	26 306	26 973					
Net S	19 779	20 394	21 009	21 624	22 238	22 851	23 465	24 078	24 689	25 296					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and the Staff Rules applicable to the category of appointment in question and to changes that may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments and the maximum attainable;

(vi) Any special conditions that may be applicable.

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

Annex III

TERMINATION INDEMNITY

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b), (c) and (e) below and in regulation 9.3 (b), the termination indemnity shall be paid in accordance with the following schedule:

Completed years of service	Months of gross salary, less staff assessment, where applicable a/ or Months of pensionable remuneration less staff assessment, where applicable b/		
	Permanent appointments	Temporary appointments which are not for a fixed term	Temporary appointments for a fixed term exceeding six months
Less than 1	Not applicable	Nil)	One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay
1	Not applicable	1)	
2	3	1)	
3	3	2)	
4	4	3)	
5	5	4)	
6	6	5	3
7	7	6	5
8	8	7	7
9	9	9	9
10	9.5	9.5	9.5
11	10	10	10
12	10.5	10.5	10.5
13	11	11	11
14	11.5	11.5	11.5
15 or more	12	12	12

a/ For staff in the Professional and higher categories and in the Field Service category.

b/ For staff in the General Service and related categories.

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of the present annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds.

(c) A staff member whose appointment is terminated for unsatisfactory services or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of the present annex.

(d) No indemnity payments shall be made to:

A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

A staff member who has a temporary appointment that is not for a fixed term and that is terminated during the first year of service;

A staff member who has a temporary appointment for a fixed term that is completed on the expiration date specified in the letter of appointment;

A staff member who is summarily dismissed;

A staff member who abandons his or her post;

A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund.

(e) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the United Nations, as follows:

Years of continuous service away from home country	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor dependent child at time of separation	
		Professional and higher categories	General Service category
	Weeks of gross salary, less staff assessment, where applicable a/ or Weeks of pensionable remuneration less staff assessment, where applicable b/		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

a/ For staff in the Professional and higher categories and in the Field Service category.

b/ For staff in the General Service and related categories.

APPENDICES TO THE STAFF RULES

Appendix A

PENSIONABLE REMUNERATION AND SCALE FOR COMPUTING SEPARATION PAYMENTS FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND SALARY SCALES, PENSIONABLE REMUNERATION AND SCALE FOR COMPUTING SEPARATION PAYMENTS FOR STAFF IN THE FIELD SERVICE CATEGORY

Pensionable remuneration for staff in the Professional and higher categories for purposes of pension benefits and pension contributions

(In United States dollars)

Effective 1 July 1990

	Steps														
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG	130 560														
Assistant Secretary-General															
ASG	120 800														
Director															
D-2	101 056	103 482	105 769	108 143	110 570	113 052									
Principal Officer															
D-1	89 100	91 119	93 180	95 201	97 268	99 318	101 303	103 328	105 393						
Senior Officer															
P-5	79 095	80 908	82 643	84 412	86 244	87 943	89 754	91 842	93 712	95 466	97 253	99 073	100 927		
First Officer															
P-4	65 026	66 748	68 462	70 094	71 870	73 578	75 315	77 240	79 007	80 881	82 131	83 900	85 707	87 553	89 439
Second Officer															
P-3	53 280	54 935	56 534	58 060	59 633	61 187	62 843	64 822	66 121	67 870	69 153	70 679	72 259	73 874	75 526
Associate Officer															
P-2	43 063	44 439	45 742	47 139	48 534	49 807	51 194	52 820	54 361	55 753	56 833	57 934			
Assistant Officer															
P-1	33 769	34 928	35 954	37 001	38 155	39 190	40 431	42 048	43 412	44 656					

Appendix A (continued)

Pensionable remuneration for staff in the Professional and higher categories for purposes of pension benefits and pension contributions

(In United States dollars)

Effective 1 November 1990

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General USG	137 349														
Assistant Secretary-General ASG	127 082														
Director D-2	106 311	108 863	111 269	113 766	116 320	118 931									
Principal Officer D-1	93 733	95 857	98 028	100 151	102 326	104 483	106 571	108 701	110 873						
Senior Officer P-5	83 208	85 115	86 940	88 801	90 729	92 516	94 421	96 618	98 585	100 430	102 310	104 225	106 175		
First Officer P-4	68 407	70 219	72 022	73 739	75 607	77 404	79 231	81 256	83 115	85 087	86 402	88 263	90 164	92 106	94 090
Second Officer P-3	56 051	57 792	59 474	61 079	62 734	64 369	66 111	68 193	69 559	71 399	72 749	74 354	76 016	77 715	79 453
Associate Officer P-2	45 302	46 750	48 121	49 590	51 058	52 397	53 856	55 567	57 188	58 652	59 788	60 947			
Assistant Officer P-1	35 525	36 744	37 824	38 925	40 139	41 228	42 533	45 669	46 978						

Annex

SCALE OF SEPARATION PAYMENTS APPLICABLE TO STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES WHO WERE ON BOARD PRIOR TO 1 JULY 1990

(In United States dollars)

Effective 1 March 1991

Level		Steps														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Gross	131 538														
	Net D	78 199														
	Net S	68 998														
Assistant Secretary-General																
ASG	Gross	119 094														
	Net D	71 728														
	Net S	63 920														
Director																
D-2	Gross	96 470	98 904	101 408	103 906	103 906	-									
	Net D	59 929	61 219	62 532	63 831	63 831	-									
	Net S	54 517	55 629	56 704	57 724	-	-									
Principal Officer																
D-1	Gross	-	-	87 002	89 261	91 557	93 884	96 145	96 145	-						
	Net D	-	-	54 911	56 108	57 325	58 558	59 756	59 756	-						
	Net S	-	-	-	-	52 272	53 335	54 368	-	-						
Senior Officer																
P-5	Gross	72 857	74 705	76 537	78 359	80 189	82 026	83 820	85 582	87 363	89 123	-	-	-		
	Net D	47 343	48 341	49 330	50 314	51 300	52 274	53 225	54 158	55 102	56 035	-	-	-		
	Net S	-	-	-	-	47 076	47 916	48 736	49 541	50 355	51 159	-	-	-		
First Officer																
P-4	Gross	-	-	-	-	-	-	68 816	70 515	72 263	74 014	75 740	77 442	-	-	-
	Net D	-	-	-	-	-	-	45 161	46 078	47 022	47 968	48 900	49 819	-	-	-
	Net S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Second Officer																
P-3	Gross	-	-	-	-	53 663	55 296	56 912	58 465	59 935	61 340	62 744	64 183	65 687	-	-
	Net D	-	-	-	-	36 838	37 763	38 652	39 506	40 314	41 087	41 859	42 651	43 471	-	-
	Net S	-	-	-	-	-	-	-	36 487	37 213	-	-	-	-	-	-
Associate Officer																
P-2	Gross	-	-	-	-	43 049	44 381	45 727	47 062	48 379	49 712	51 035	-			
	Net D	-	-	-	-	30 749	31 535	32 314	33 075	33 826	34 586	35 340	-			
	Net S	-	-	-	-	-	-	-	-	-	-	32 741	-			
Assistant Officer																
P-1	Gross	-	-	30 776	31 953	33 170	34 404	35 696	36 928	38 133	39 303					
	Net D	-	-	23 423	24 141	24 884	25 636	26 411	27 138	27 848	28 539					
	Net S	-	-	-	-	-	-	24 677	25 335	25 978	26 603					

Note: The blanks indicate that the revised base salary scale, effective 1 March 1991, is higher than the amounts of separation payments in effect under the 1 April 1990 scale. Therefore, at these steps, separation payments (other than commuted annual leave) will be calculated on the basis of the base salary scale.

Appendix A (continued)

Scale for computing separation payments for staff in the Field Service category showing gross amounts and net equivalents after application of staff assessment

(In United States dollars)

Effective 1 April 1990

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
FS-7 Gross	51 882	53 523	55 085	56 720	58 307	59 889	61 419	62 931	64 555	66 241			
Net D	35 823	36 758	37 647	38 546	39 419	40 289	41 130	41 962	42 855	43 770			
Net S	33 175	34 017	34 817	35 625	36 409	37 190	37 946	38 693	39 495	40 317			
FS-6 Gross	40 894	42 310	43 706	45 055	46 406	47 773	49 176	50 588	52 005	53 464			
Net D	29 477	30 313	31 137	31 931	32 701	33 481	34 280	35 085	35 893	36 724			
Net S	27 452	28 209	28 954	29 673	30 366	31 068	31 787	32 512	33 239	33 987			
FS-5 Gross	32 819	33 919	35 062	36 192	37 313	38 407	39 502	40 654	41 847	43 006	44 155	45 277	46 406
Net D	24 670	25 341	26 037	26 703	27 365	28 010	28 656	29 336	30 040	30 724	31 401	32 058	32 701
Net S	23 088	23 702	24 338	24 942	25 540	26 124	26 709	27 324	27 961	28 580	29 194	29 787	30 366
FS-4 Gross	27 429	28 346	29 296	30 265	31 181	32 097	33 041	33 990	34 970	35 947	36 917	37 866	38 809
Net D	21 330	21 908	22 506	23 112	23 670	24 229	24 805	25 384	25 982	26 559	27 131	27 691	28 247
Net S	20 029	20 559	21 108	21 663	22 174	22 685	23 212	23 741	24 288	24 811	25 329	25 835	26 339
FS-3 Gross	23 533	24 341	25 123	25 877	26 624	27 400	28 200	29 028	29 881	30 715	31 504	32 323	33 149
Net D	18 832	19 365	19 877	20 353	20 823	21 312	21 816	22 338	22 875	23 386	23 867	24 367	24 871
Net S	17 729	18 222	18 696	19 132	19 564	20 012	20 475	20 953	21 446	21 914	22 354	22 811	23 272
FS-2 Gross	20 621	21 289	21 964	22 629	23 315	24 025	24 737	25 427	26 097	26 768			
Net D	16 910	17 351	17 796	18 235	18 688	19 157	19 626	20 069	20 491	20 914			
Net S	15 949	16 358	16 770	17 176	17 595	18 029	18 464	18 872	19 259	19 647			
FS-1 Gross	18 192	18 717	19 242	19 775	20 424	21 021	21 619	22 211	22 809	23 419			
Net D	15 252	15 615	15 977	16 345	16 780	17 174	17 569	17 959	18 354	18 757			
Net S	14 388	14 731	15 074	15 423	15 829	16 194	16 559	16 921	17 286	17 659			

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

Appendix B

HEADQUARTERS

SALARIES AND ALLOWANCES FOR OTHER CATEGORIES OF STAFF AT HEADQUARTERS

Salary scale for staff in the General Service category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1990

	Steps										
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7 (Gross)	42 635	44 453	46 280	48 155	50 030	51 905	53 780	55 655	57 530	59 405	61 280*
(Net)	31 539	32 739	33 939	35 139	36 339	37 539	38 739	39 939	41 139	42 339	43 539
G-6	38 109	39 752	41 394	43 036	44 679	46 331	48 025	49 719	51 413	53 106	54 800*
	28 552	29 636	30 720	31 804	32 888	33 972	35 056	36 140	37 224	38 308	39 392
G-5	34 099	35 543	36 987	38 444	39 932	41 420	42 908	44 395	45 883	47 414	48 948*
	25 827	26 809	27 791	28 773	29 755	30 737	31 719	32 701	33 683	34 665	35 647
G-4	30 549	31 816	33 115	34 419	35 724	37 028	38 342	39 686	41 030	42 374	43 718*
	23 384	24 271	25 158	26 045	26 932	27 819	28 706	29 593	30 480	31 367	32 254
G-3	27 357	28 509	29 660	30 811	31 963	33 147	34 332	35 518	36 703	37 888	39 106*
	21 150	21 956	22 762	23 568	24 374	25 180	25 986	26 792	27 598	28 404	29 210
G-2	24 538	25 549	26 576	27 616	28 656	29 696	30 736	31 776	32 840	33 910*	
	19 147	19 875	20 603	21 331	22 059	22 787	23 515	24 243	24 971	25 699	
G-1	22 011	22 925	23 839	24 753	25 667	26 597	27 537	28 477	29 417*		
	17 328	17 986	18 644	19 302	19 960	20 618	21 276	21 934	22 592		

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:	$ (Per annum)
Dependency allowances:	
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Disabled dependent child	2 112
Except for first disabled dependent child of a single, widowed or divorced staff member	3 290
Secondary dependant	898
Language allowance (included in pensionable remuneration):	
First additional language	1 164
Second additional language	582

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix B (continued)

HEADQUARTERS

Salary scale for staff in the General Service category - Security Service
showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1990

Level		Steps												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7	(Gross)	57 867	60 192	62 517	64 842	67 167	69 492	71 817	74 142	76 467*				
	(Net)	41 355	42 843	44 331	45 819	47 307	48 795	50 283	51 771	53 259				
S-6		53 448	55 616	57 783	59 950	62 117	64 284	66 452	68 619	70 786*				
		38 527	39 914	41 301	42 688	44 075	45 462	46 849	48 236	49 623				
S-5		49 016	51 027	53 038	55 048	57 059	59 070	61 081	63 092	65 103*				
		35 690	36 977	38 264	39 551	40 838	42 125	43 412	44 699	45 986				
S-4		44 552	46 352	48 197	50 042	51 888	53 733	55 578	57 423	59 269*				
		32 804	33 985	35 166	36 347	37 528	38 709	39 890	41 071	42 252				
S-3		41 539	42 942	44 345	45 748	47 188	48 634	50 081	51 528	52 975	54 422	55 869*		
		30 816	31 742	32 668	33 594	34 520	35 446	36 372	37 298	38 224	39 150	40 076		
S-2		37 179	38 424	39 694	40 964	42 233	43 503	44 773	46 044	47 353	48 663	49 972	51 281	52 591*
		27 922	28 760	29 598	30 436	31 274	32 112	32 950	33 788	34 626	35 464	36 302	37 140	37 978
S-1		32 918	34 021											
		25 024	25 774											

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:	$ (Per annum)
Dependency allowances:	
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Disabled dependent child	2 112
Except for first disabled dependent child of a single, widowed or divorced staff member	3 290
Secondary dependant	898
Language allowance (included in pensionable remuneration):	
First additional language	1 164
Second additional language	582

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

HEADQUARTERS

Salary scale for staff in the Public Information Assistants and Tour Coordinators/Supervisors category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1990

Level		Steps I	II	III	IV	V
Public information assistant I	(Gross)	29 769	31 096			
	(Net)	22 838	23 767			
Public information assistant II and tour coordinator a/	(Gross)	32 563	34 056	35 549	37 041	38 550
	(Net)	24 783	25 798	26 813	27 828	28 843
Tour coordinator/supervisor b/	(Gross)	37 247	39 221	41 218	43 215	45 212
	(Net)	27 968	29 286	30 604	31 922	33 240

Reserve public information assistants are paid by the day in accordance with the above rates.

Allowances:

Dependency allowances:	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Disabled dependent child	2 112
Except for first disabled dependent child of a single, widowed or divorced staff member	3 290
Secondary dependant	898

Language allowance: Not entitled.

Increments: Salary increments within the levels are effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public information assistant I	6 months
Public information assistant II and tour coordinator	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Scheduled work week: The scheduled work week consists of the five days assigned in any calendar week, from Monday to Sunday. Whenever a sixth or seventh consecutive work day is required, regardless of the scheduled work week, a supplementary payment shall be made, respectively, at the rate of one and one half times or twice the rate of the base salary.

a/ Includes new tour coordinators as at 1 July 1987.

b/ Includes tour coordinators in service as at 30 June 1987. Reserved to the senior tour coordinator supervisor as at 1 July 1987.

Appendix B (continued)

HEADQUARTERS

Salary scale for staff in the Trades and Crafts category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1990

Level		Steps						
		I	II	III	IV	V	VI	VII*
T-8	(Gross)	53 413	55 339	57 266	59 192	61 119	63 045	64 972
	(Net)	38 504	39 737	40 970	42 203	43 436	44 669	45 902
T-7		49 947	51 763	53 578	55 394	57 209	59 025	60 841
		36 286	37 448	38 610	39 772	40 934	42 096	43 258
T-6		46 478	48 181	49 884	51 588	53 291	54 994	56 697
		34 066	35 156	36 246	37 336	38 426	39 516	40 606
T-5		43 102	44 647	46 198	47 792	49 386	50 980	52 573
		31 847	32 867	33 887	34 907	35 927	36 947	37 967
T-4		39 747	41 182	42 617	44 052	45 486	46 950	48 430
		29 633	30 580	31 527	32 474	33 421	34 368	35 315
T-3		36 434	37 724	39 044	40 373	41 702	43 030	44 359
		27 415	28 292	29 169	30 046	30 923	31 800	32 677
T-2		33 174	34 359	35 544	36 729	37 915	39 133	40 355
		25 198	26 004	26 810	27 616	28 422	29 228	30 034
T-1		29 964	31 016	32 069	33 151	34 234	35 316	36 399
		22 975	23 711	24 447	25 183	25 919	26 655	27 391

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:	$ (Per annum)
Dependency allowances:	
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Disabled dependent child	2 112
Except for first disabled dependent child of a single, widowed or divorced staff member	3 290
Secondary dependant	898
Language allowance (included in pensionable remuneration):	
First additional language	1 164
Second additional language	582

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

HEADQUARTERS

Hours of work

Pursuant to staff rule 101.2, working hours at Headquarters shall be from 9.30 a.m. to 6 p.m., Monday to Friday, with an interruption of one hour for lunch.

Official holidays

Pursuant to rule 101.3, official holidays at Headquarters shall be New Year's Day (1 January), Washington's Birthday (third Monday in February), the Friday preceding Easter Sunday, Memorial Day (last Monday in May), Independence Day (4 July), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Christmas Day (25 December) and one further day during the Christmas season designated each year by the Secretary-General. If any such day occurs on a Saturday or Sunday, the preceding Friday shall be considered an official holiday in lieu of Saturday and the following Monday in lieu of Sunday.

Conditions governing compensation for overtime work

Pursuant to staff rule 103.12, staff members in the General Service category or in the Trades and Crafts category who are required to work overtime at Headquarters shall be given compensatory time off or may receive additional payment in accordance with the following provisions:

(i) Overtime at Headquarters means time worked in excess of the scheduled work day or in excess of the scheduled work week or time worked on official holidays, provided that such work has been authorized by the proper authority.

(ii) The scheduled work day at Headquarters means the duration of the working hours in effect at the time on any day of the scheduled work week, less one hour for a meal.

(iii) The scheduled work week at Headquarters consists of the five working days assigned to the staff member during seven consecutive calendar days.

(iv) Compensation shall take the form of an equal amount of compensatory time off for overtime in excess of the scheduled work day up to a total of eight hours of work on the same day. Subject to the exigencies of the service, such compensatory time off may be given at any time during the four months following the month in which the overtime takes place.

(v) Compensation shall take the form of payment at the straight time rate in respect of each hour in excess of forty hours if, at the time of a review to be conducted three times a year, it is ascertained that a staff member has accumulated more than forty hours of compensatory time off which could not be authorized because of the exigencies of the service. The

Appendix F

HEADQUARTERS

SALARY SCALES FOR STAFF IN THE LANGUAGE TEACHERS CATEGORY SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 September 1990

Level		Steps										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language teacher	(Gross)	44 485	46 281	48 125	49 969	51 813	53 656	55 500	57 344	59 188	61 031	62 875
	(Net)	32 760	33 940	35 120	36 300	37 480	38 660	39 840	41 020	42 200	43 380	44 560

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with full pay.

Allowances:	$ (Per annum)
Dependency allowances:	
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Disabled dependent child	2 112
Except for first disabled dependent child of a single, widowed or divorced staff member	3 290
Secondary dependant	898

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.